Brooks County Independent School District

Dress Code and Grooming Guidelines
All Employees

Faculty and staff, including substitutes**,** should set examples for their students and coworkers in dress, appearance, and conduct at school functions at all times. Dress, grooming, and conduct should bring pride and respect to the education profession. In order to set an example for students, employees should present themselves in a more conservative manner in dress and appearance. Attire should be appropriate and professional. Good personal hygiene is expected of all employees. Special occasions or activities may require exceptions.

As an employee of Brooks County ISD, your cooperation in adhering to the following Dress Code **is required**:

- Clothing will be coordinated, tailored, modest, clean and well pressed
- Hemmed pants, slacks, and capris are acceptable
- Wear dress shoes, casual shoes, boots, canvas shoes, and boat shoes
- Undergarments are to be worn at all times
- Inappropriate tattoos will not be exposed
- Earrings shall be business professional
- Hair should be neatly groomed
- Monday thru Wednesday professional attire to be worn
- Denim pants may be worn on Thursday and Friday with a college, school polo or spirit shirt. Denim clothing shall be clean and neat, with no holes, no extreme fading, frayed, or worn-out look. Please note Jean Passes to be approved by Superintendent.
- No shorts except during athletics, on the field or court

✓ **Attire and grooming for Men**:

- Must have their shirt buttoned to at least the 2nd button from the top or wear an undershirt
- Neatly-trimmed mustaches/beards and sideburns within an appropriate length.

✓ **Attire and grooming for Women**:

- Dressy blouses and shirts
- Sleeveless dresses and blouses (if undergarments are not exposed)
- Dressy sandals
- Dressy capris
- Necklines must be modest so as not to create exposure and must not reveal cleavage
- Length for dresses, skirts, and slits on dresses must not be shorter than 2 inches from the knee in a sitting position
- All pants must be of regular length

The following **<u>are prohibited</u> for all staff**:

- See-through apparel including tight, revealing, or sheer clothing
- Distracting hairstyles and/or hair color
- Attire shall not be tight/binding
- No exercise attire, such as warm-ups, windbreaker suits, wind pants, sweats, cotton stretchy exercise clothing, oversized t-shirts, etc.
- No staff member or substitute is allowed to wear caps or hats in the building at any time, with the exceptions of custodial/maintenance/security staff
- No hip huggers allowed
- No spandex or legging fabric allowed
- In the interest of safety and professionalism slaps, flip flops, slippers, or Crocs rubber style shoes are strictly prohibited
- No exposed piercing of the tongue, lips, nose, eyebrow or any exposed areas of body

The following **<u>are prohibited</u> for men**:

- Muscle shirts or sleeveless t-shirts
- Males may not have hair length extend beyond the top of a standard collar
- Males may not wear ponytails
- Not permitted to wear sandals

The following **<u>are prohibited</u> for women**:

- Clothing that is strapless, having spaghetti straps, bare midriff, cut-out backs, or having provocative/low necklines
- Dresses/skirts that are more than 2" above the knee cap
- Dress/skirts with slits on side, rear or front exposing 2"above the knee cap
- Leggings in lieu of pants; (including spandex)

EXCEPTIONS

- Physical Education/Fine Arts/Athletics/Special Education Unit staff may choose to wear appropriate attire, approved by Administration, during the instructional period. No shorts allowed out of the athletic education area. Shorts worn for athletics shall be sufficient length and fit to be professional.
- Teachers who have lab or shop courses may wear aprons, smocks, fire resistant jeans, or overalls during the instructional period, since this attire may be deemed necessary for safety purposes.
- Auxiliary employees in maintenance, custodial, transportation, security, and positions requiring uniforms are exempted from the general guidelines, but shall comply with grooming guidelines and dress code specified by their supervisors in the department handbook.

Brooks County ISD reserves the right to determine at its discretion what is and is not appropriate workplace attire and to address issues as they arise. Please note if we have not addressed any grooming or dress code issues Administration has the authority to approve the dress attire question.